



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

## ACCOUNTANT TRAINEE *or* ACCOUNTING OFFICER, SPECIALIST \$3,133-\$3,628 (AT) *or* \$3,715-\$4,516 (AO) ACCOUNTING SERVICES BUREAU SACRAMENTO

The Department of Insurance has an opening to be filled as an Accounting Officer, Specialist, to work in the Accounting Services Bureau's General Ledger Unit. For recruitment purposes, this position may be filled at the Accountant Trainee level.

**RESPONSIBILITIES:** Under the supervision of the Senior Accounting Officer, Supervisor, this position performs professional accounting duties of the more difficult entries in the General Ledger Unit. Perform and reconcile State Controllers and CALSTARS appropriation, revenue, and General Ledger Accounts for General Fund, Insurance Fund, and Special Deposit Fund. Perform the Bank Reconciliation verifying all checks issued, cleared, outstanding for the month and verify all deposits, deposits in transit, and deposits received. Reconcile all revenue received against Cashiering report. Monitor agency's expenditures and appropriation to ensure valid financial information is available to prepare financial statement. Assists to implement new and improve old procedures. Analyze and research the accounting records to identify erroneous posting. Provide assistance to department staff and management regarding issues that pertain to the General Ledger Unit.

### DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Knowledge and experience completing SCO reconciliation and Year-End Financial Statements.
- Have excellent oral, written, and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Accountant Trainee or Accounting Officer, Specialist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Tai Thai, Accounting Services Bureau, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Please indicate "Accountant Trainee #192-4179-GLU" or "Accounting Officer, Specialist #192-4546-018" on the State application.** For additional information, please call (916) 492-3212.

**FINAL FILING DATE:** July 12, 2007 or Until Filled

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

pb07/02/07